



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday

October 19, 2016

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday October 19, 2016  
REGULAR MEETING 7:00 P.M.

Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

#### **C. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report

#### **D. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for October 5, 2016
2. Approval of DRAFT minutes of regular meeting for October 5, 2016
3. Approve Register of District Invoices

#### **E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of September 2016

#### **F. BUSINESS AND ACTION ITEMS**

1. Consider approval and adoption of Resolution No. 2016-17 amending the Park and Usage Rental Policy.
2. Consider approval and adoption of Resolution No. 2016-18 amending Facility Fee Schedule.
3. Authorize the Vice-President to sign a letter recognizing and commending Mr. Matthew Morganstein, member of Boy Scout Troop 514, for receiving the highest award, the Eagle Award.

#### **G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

#### **H. PRESENTATIONS**

1. PG&E report on the Root-Cause Analysis for the December, 2015 gas outage in Discovery Bay.

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORTS – Discussion and Possible Action**

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

1. Update on the closure of the Community Center for the Roof Replacement Project.

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – DRAFT DB P-6 Zone CAC Record of Actions 07-13-16
2. Received – East Contra Costa Fire Protection District meeting minutes 09-12-2016

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting of November 2, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

*A COMMUNITY SERVICES DISTRICT*



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## **There are no written materials for agenda items listed below:**

- C.** AREA AGENCIES REPORTS / PRESENTATION
- G.** INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- H.** PRESENTATIONS
- I.** PRESIDENT REPORT AND DIRECTORS' COMMENTS
- J.** MANAGER'S REPORTS – Discussion and Possible Action
- K.** GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L.** DISTRICT LEGAL COUNSEL REPORT
- M.** SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O.** PUBLIC RECORD REQUESTS RECEIVED
- P.** FUTURE AGENDA ITEMS



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD**

**WEDNESDAY, October 5, 2016**

**SPECIAL MEETING 6:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:00 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 6:00 p.m. – By President Pease
2. Roll Call – All present with the exception of Director Steele
3. Director Steele arrived at 6:27 p.m.

**B. PUBLIC COMMENT**

None

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding items D-1, D-2, and D-3.

**D. CLOSED SESSION:**

1. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8  
Property: Regatta Park, Regatta Drive and Slifer Park, Newport Drive  
Agency Negotiator: Catherine Kutsuris  
Negotiating parties: County of Contra Costa and Discovery Bay Community Services District  
Under negotiation: Negotiators to discuss revenue sharing
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)  
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District  
Contra Costa County Sup. Ct. No, C-13-00274
3. Public Employee Appointment pursuant to CA Government Code Section 54957  
Title: General Manager

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from closed session and is temporarily adjourning the special meeting; the closed session items were not completed, therefore will be reconvening after the close of the regular meeting.

Legal Counsel Attebery – The Board has reconvened from closed session and there is no reportable action.

**F. ADJOURNMENT**

1. The meeting adjourned at 8:40 to the Regular Meeting on October 5, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-14-16

<http://www.todb.ca.gov/agendas-minutes>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday October 5, 2016  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:03 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

There were two public comment speakers regarding traffic enforcement.

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report – Patrol Commander Darren Hobbs, Introduced the new resident deputy and informed the Board that the Sheriff's Department will be obtaining equipment for radar to enforce speeding. The Board expressed appreciation to the Sheriff's Department.  
Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month of September and the number of calls within the month; also noted that the vehicle burglaries have tripled.  
CHP Report – No Report
2. Supervisor Mary Piepho, District III Report - Alicia Nuchols Field Representative – Thanked Director Steele for attending the Byron Family Park Ground Breaking Event. Also provided an update regarding the P6 meeting held at the Community Center and an open house event from 4:00 p.m. to 7:00 p.m. on Wednesday, December 7<sup>th</sup> at Supervisor Piepho's office.

**D. PRESENTATIONS**

1. Assemblymember Jim Frazier, 11<sup>th</sup> Assembly District - Legislative Update  
Assemblymember Jim Frazer provided his legislative update. President Pease noted that Discovery Bay needs assistance from CAL Trans regarding the cleanup on Highway 4. Director Graves thanked Assemblymember Jim Frazier for his attendance and work related to the Delta situation with the Blue Green Algae.

**E. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – Vice-President Leete provided an update.
4. Special Districts Report\*\* – No Report

\*\* These meetings are held Quarterly

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for September 21, 2016
2. Approval of DRAFT minutes of regular meeting for September 21, 2016
3. Approve Register of District Invoices
4. Approve the First Amendment to Employment Contract between Catherine O. Kutsuris and the Town of Discovery Bay which provides for a one week vacation.
5. Approval of the Salary Schedule 100 Series – Correct Recreation Leader III Salary Range Number

Motion by: Director Simon to approve the Consent Calendar

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

**G. BUSINESS AND ACTION ITEMS**

1. Consider authorizing the Interim General Manager to sign a contract with Luhdorff & Scalmanini for an amount not to exceed \$75,000 for engineering services necessary for the upgrades to the PLC and SCADA systems currently serving the Willow Lake Water Treatment Plant and water supply wells 1B and 2.

Interim General Manager – Provided the details regarding the PLC and the SCADA systems.

Motion by: Director Graves to authorize the Interim General Manager to sign a contract with Luhdorff & Scalmanini for an amount not to exceed \$75,000 for engineering services necessary for the upgrades to the PLC and SCADA systems currently servicing the Willow Lake Water Treatment Plant and water supply Wells 1B and 2.

Second by: Director Steele

Vote: Motion Carried – AYES: 5, NOES: 0

2. Consider adoption of Resolution No. 2016-16 authorizing the change in the financial benchmark for all eligible employees who choose medical coverage.

Interim General Manager – Provided the background to the benchmark; California Choice Health Net HMO Gold A level and the purpose for the requested change.

Motion by: Director Graves to adopt Resolution No. 2016-16 authorizing the change in the financial benchmark to California Choice Health Net HMO Gold A level for all eligible employees who choose medical coverage.

Second by: Director Steele

Vote: Motion Carried – AYES: 5, NOES: 0

3. Consider approval of the issuance of a contract with Restec Contractors Inc. in the amount of \$33,601.00 for the removal of the Community Center Roof.

Interim General Manager – Provided the details regarding the removal of the Community Center roof. In response to questions, the Interim General Manager noted that the Community Center would need to be closed during construction and the source of funds for the project is PG&E.

Motion by: Vice-President Leete to approve the issuance of a contract with Restec Contractors Inc. in the amount of \$33,601.00 for the removal of the Community Center Roof.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, Noes: 0

4. Consider approval of the issuance of a contract with King's Roofing in the amount of \$48,800.00 for the installation of the new Community Center Roof.

Interim General Manager – Provided the details of the proposed contract for the Community Center roof installation.

Motion by: Director Graves to approve the issuance of a contract with King's Roofing in the amount of \$48,800.00 for the installation of the new Community Center Roof.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

5. Consider approving a contract with Bond Underwriter Brandis Tallman LLC for the 2016/2017 Bond Issue for needed Wastewater Capital Improvements.

Finance Manager Breitstein – Provided the details regarding the need for issuing a bond for the Wastewater Capital Improvements. The Board commended staff and the consultant for the work on this project.

Motion by: Director Graves to authorize the General Manager to enter into agreements with Brandis Tallman LLC for Bond Underwriting Services; authorizing the commencement of proceedings in connection with the execution and delivery of wastewater bond obligations, appointing an Underwriter.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

Saul Rosenbaum with Prager & Co., LLC provided a presentation on financing the Filtration Project including debt services alternatives. There were questions regarding decision timing on the project. Interim General Manager thanked Prager & Co. along with the Finance Manager for the work and the future work on this project. President Pease suggested that there be a workshop scheduled to discuss new housing and if there is a need for additional bonds.

6. Accept the report from the Interim General Manager regarding the evaluation of whether the additional \$4,000,000.00 in capital is necessary for Plant 1 and/or whether the facilities should be rebuilt at Plant 2. The Interim General Manager – Provided a summary of the Plant 1 alternatives which were evaluated by Stantec ranging in cost from approximately four million to over thirteen million. The District obtained an engineering peer review of the report, along with a review of the Master Plan and current construction projects. The peer review found that the flows projected in the Master Plan deviate measurably from the actual flows. Using the actual flows along with Master Plan projections, the majority of the four million in expenditures would not be necessary for approximately ten years. The District staff team along with Herwitt Engineering, Housen Engineering, and Veolia (the District's operator) met and collectively recommend the following:

1. Plant 1 should not be abandoned or repurposed at this time. The plant should remain for additional reserve capacity as more data is developed and as the denitrification project is planned;
2. The proposed \$4,000,000 expenditure for Plant 1 is not necessary at this time and can be reduced to approximately \$750,000;
3. The Plant 1 retention provides the opportunity to reduce the denitrification project by approximately six million (reducing from 8 million to 2 million dollars)

The Interim General Manager made the following additional recommendations and findings:

1. The District should annually evaluate wastewater flows to determine whether planned facilities are needed and at what time period.
2. Given that the actual wastewater flow data since 2012 is measurably lower than the expectations provided for in the Master Plan, the District should conduct a Master Plan update; and
3. The necessary capital improvements to Plant 1 may be managed with the District's Wastewater Infrastructure Reserve Fund.

The evaluation resulted in a potential savings of up to nine million for the District. The Board thanks the Interim General Manager for the evaluation and update. The Interim General Manager the Water and Wastewater Committee will discuss the recommendations in more detail.

**H. MANAGER'S REPORT – Discussion and Possible Action**

None

**I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**J. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

None

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

None

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – Contra Costa Special Districts Association Quarterly meeting minutes for July 18, 2016

2. Received – Email from Richard Fernandez regarding traffic safety at the intersection of Discovery Bay Blvd. and Clipper Drive

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

1. The meeting adjourned at 8:10 p.m. to the reconvening of the Closed Session at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-11-16

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

October 19, 2016

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Catherine Kutsuris, Interem General Manager

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 469,057.91

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: D-3

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On October 19, 2016  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Brentwood Ace Hardware	808/093016	Landscape Reimb (Z57,Z61)	09/30/16	\$113.22
Denalect Alarm Company	R38204	Quarterly Alarm Charge (Z57,Z61)	10/03/16	\$36.00
Discovery Bay Disposal	17-0001966/093016	Com 2 Yd Bin (Z57,Z61)	09/30/16	\$159.18
I & T Backflow Testing	616	Landscape Reimb-Backflow Testing (Z57,Z61)	09/24/16	\$777.55
U.S. Bank Corporate Payment System	4246044555703473/916	Landscape Reimb (Z35.Z57,Z61)	09/26/16	\$486.05
			<b>Contra Costa County</b>	
			<b>Sub-Total</b>	<b>\$1,572.00</b>

**Water**

Alhambra	13710019 093016	Bottle Water Service	09/30/16	\$10.82
American Retrofit Systems	1203	Board Room Repair	09/26/16	\$100.00
American Retrofit Systems	1208	Electrical Installation	10/06/16	\$220.00
Badger Meter	80008523	Beacon Cellular Data Sept 2016	09/29/16	\$2,191.18
Big Dog Computer	BDC33246	Rebuild Operating System	09/09/16	\$104.00
Big Dog Computer	BDC33251	New System Set Up	09/23/16	\$256.14
Big Dog Computer	BDC33252	Client Install & Monitor	09/30/16	\$235.34
Big Dog Computer	BDC33253	Virus & Malware Remediation	10/03/16	\$109.72
Big Dog Computer	BDC33254	Email Account Set Up	10/03/16	\$60.00
Brentwood Ace Hardware	808/093016	General Repairs	09/30/16	\$7.78
Brentwood Ace Hardware	808/093016	Misc. Small Tools	09/30/16	\$55.93
CaliforniaChoice Benefit Admin	2537654/53040	Health Insurance Nov 2016 & Pro-rated Oct 2016	08/29/16	\$4,867.90
Contra Costa County Treasurer-Tax Collect	004075007700/16-17	Property Tax DB Blvd	09/09/16	\$14.64
Contra Costa County Treasurer-Tax Collect	011220036500/16-17	Property Tax Newport	09/09/16	\$61.96
Contra Costa County Treasurer-Tax Collect	008200018300/16-17	Property Tax District Office	09/09/16	\$59.61
County of Contra Costa Public Works Dept	700710	Encroachment Permits	09/29/16	\$1,475.55
County Of Contra Costa, Dept of Info Tec	10548	Data Processing Charges Aug 2016	09/19/16	\$19.80
Darren Lacativo	Fern Ridge	Closed Account, Refund Overpayment	10/06/16	\$34.78
Denalect Alarm Company	R38165	Quarterly Alarm Charge	10/03/16	\$44.40
I & T Backflow Testing	616	Backflow Testing	09/24/16	\$299.90
J.W. Backhoe & Construction, Inc.	2671	Hauled Cutback to WWTP#1	09/28/16	\$1,505.90
J.W. Backhoe & Construction, Inc.	2675	Install Meter Stop Santa Cruz Ct	10/02/16	\$5,809.40
J.W. Backhoe & Construction, Inc.	2677	Water Leak Sand Point Ct	10/02/16	\$2,972.53
J.W. Backhoe & Construction, Inc.	2678	Pressure Test Sand Point Ct	10/02/16	\$1,696.80
J.W. Backhoe & Construction, Inc.	2679	Water Leak Santa Cruz Ct	10/03/16	\$5,929.91
Kleinfelder, Inc.	1123071	Vehicle Storage Cover	09/27/16	\$191.00
Luhdorff & Scalmanini	32128	SCADA Improvements	08/28/16	\$1,268.75
Luhdorff & Scalmanini	32147	Water Meter Project	08/28/16	\$5,206.25
Luhdorff & Scalmanini	32147	General Services Aug 2016	08/28/16	\$2,275.00
Neumiller & Beardslee	279985	Professional Services Aug 2016	09/29/16	\$4,066.53
Office Depot	866255304001	Office Supplies	09/21/16	\$72.64
Paul E. Vaz Trucking, Inc.	44746	Material 09/27/16	09/27/16	\$488.97
Paul E. Vaz Trucking, Inc.	44747	Freight 09/27/16	09/27/16	\$540.01
Red Valve Company, Inc.	644840	Well 6 Check Valve	09/28/16	\$1,505.24
U.S. Bank Corporate Payment System	4246044555703473/916	Travel & Meetings	09/26/16	\$40.44
U.S. Bank Corporate Payment System	4246044555703473/916	Telephone General	09/26/16	\$331.89
U.S. Bank Corporate Payment System	4246044555703473/916	Telecom Networking	09/26/16	\$841.56
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle & Equipment Fuel	09/26/16	\$392.92
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle Repair & Maintenance	09/26/16	\$419.06
U.S. Bank Corporate Payment System	4246044555703473/916	Info System	09/26/16	\$372.79
U.S. Bank Corporate Payment System	4246044555703473/916	Office Supplies	09/26/16	\$250.86
U.S. Bank Corporate Payment System	4246044555703473/916	Building Maintenance	09/26/16	\$238.27
Veolia Water North America	61669	Montly O&M Fee Oct 2016	10/01/16	\$51,250.12
Veolia Water North America	61500	Preventative & Corrective Aug 2016	09/26/16	\$934.04

**Water Sub-Total \$98,830.33**

**Wastewater**

Alhambra	13710019 093016	Bottle Water Service	09/30/16	\$16.24
American Retrofit Systems	1203	Board Room Repair	09/26/16	\$150.00
American Retrofit Systems	1208	Electrical Installation	10/06/16	\$330.00
Auburn Constructors Inc.	1505-004	WWTP#2 Effluent Filtration	10/06/16	\$213,997.00
Big B Lumber	447570	PGE Funded Project-Pool Equip. Enclosure	10/05/16	\$2,259.26

Big Dog Computer	BDC33246	Rebuild Operating System	09/09/16	\$156.00
Big Dog Computer	BDC33251	New System Set Up	09/23/16	\$384.21
Big Dog Computer	BDC33252	Client Install & Monitor	09/30/16	\$353.01
Big Dog Computer	BDC33253	Virus & Malware Remediation	10/03/16	\$164.57
Big Dog Computer	BDC33254	Email Account Set Up	10/03/16	\$90.00
Brentwood Ace Hardware	808/093016	General Repairs	09/30/16	\$11.67
CaliforniaChoice Benefit Admin	2537654/53040	Health Insurance Nov 2016 & Pro-rated Oct 2016	08/29/16	\$7,301.85
Cintas	185573140	Uniforms	09/28/16	\$14.20
Cintas	185574094	Uniforms	10/05/16	\$14.20
Comcast	8155400350232938/101	Internet Service WWTP#2	10/03/16	\$116.17
Comcast	8155400350232946/101	Internet Service WWTP#1	10/03/16	\$91.12
Contra Costa County Treasurer-Tax Collect	008330017800/16-17	Property Tax Cherry Hills	09/09/16	\$480.86
Contra Costa County Treasurer-Tax Collect	008330057400/16-17	Property Tax Cherry Hills	09/09/16	\$522.26
Contra Costa County Treasurer-Tax Collect	008200018300/16-17	Property Tax District Office	09/09/16	\$89.41
Contra Costa County Treasurer-Tax Collect	008340033300/16-17	Property Tax WWTP#2	09/09/16	\$141.12
Contra Costa County Treasurer-Tax Collect	008340040800/16-17	Property Tax WWTP#2	09/09/16	\$5,915.28
Contra Costa County Treasurer-Tax Collect	008340041600/16-17	Property Tax WWTP#2	09/09/16	\$2,210.38
County Of Contra Costa, Dept of Info Tec	10548	Data Processing Charges Aug 2016	09/19/16	\$29.70
Denalect Alarm Company	R38165	Quarterly Alarm Charge	10/03/16	\$66.60
Herwit Engineering	16-9	Professional Services Sept 2016	10/05/16	\$1,265.58
Herwit Engineering	DB-MP-7-7	Effluent Filtration Project	10/05/16	\$30,481.88
I & T Backflow Testing	616	Backflow Testing	09/24/16	\$449.85
Kleinfelder, Inc.	1123071	Vehicle Storage Cover	09/27/16	\$286.50
Kleinfelder, Inc.	1123071	Effluent Filtration Project	09/27/16	\$2,300.50
Neumiller & Beardslee	279985	Professional Services Aug 2016	09/29/16	\$6,099.81
Office Depot	866255304001	Office Supplies	09/21/16	\$108.96
U.S. Bank Corporate Payment System	4246044555703473/916	Travel & Meetings	09/26/16	\$60.65
U.S. Bank Corporate Payment System	4246044555703473/916	Telephone General	09/26/16	\$1,073.60
U.S. Bank Corporate Payment System	4246044555703473/916	Telecom Networking	09/26/16	\$1,262.33
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle & Equipment Fuel	09/26/16	\$183.75
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle Repair & Maintenance	09/26/16	\$553.58
U.S. Bank Corporate Payment System	4246044555703473/916	General Repairs	09/26/16	\$341.20
U.S. Bank Corporate Payment System	4246044555703473/916	Info System	09/26/16	\$482.20
U.S. Bank Corporate Payment System	4246044555703473/916	Office Supplies	09/26/16	\$473.64
U.S. Bank Corporate Payment System	4246044555703473/916	Building Maintenance	09/26/16	\$357.40
Veolia Water North America	61669	Montly O&M Fee Oct 2016	10/01/16	\$76,875.19
Veolia Water North America	61500	Preventative & Corrective Aug 2016	09/26/16	\$2,643.88
Veolia Water North America	61525	General Repairs	09/26/16	\$86.37

**Wastewater Sub-Total \$360,291.98**

**Community Center**

**Community Center Sub-Total \$0.00**

**Grand Total \$460,694.31**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On October 19, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 093016	Community Center-Bottle Water Service	09/30/16	\$54.00
Brentwood Ace Hardware	808/093016	Landscape Maintenance	09/30/16	\$17.54
Brentwood Ace Hardware	808/093016	Community Center-Building Maintenance	09/30/16	\$209.06
Cintas	185573140	Uniforms	09/28/16	\$58.34
Cintas	185573140	Community Center-Mats	09/28/16	\$63.46
Cintas	185574094	Uniforms	10/05/16	\$58.41
Cintas	185574094	Community Center-Mats	10/05/16	\$63.46
Contra Costa County Treasurer-Tax Collect	008010042300/16-17	Property Tax Newport	09/09/16	\$140.74
Contra Costa County Treasurer-Tax Collect	008200017500/16-17	Community Center-Property Tax	09/09/16	\$470.02
Contra Costa County Treasurer-Tax Collect	008210024900/16-17	Property Tax BD Blvd/Willow Lake	09/09/16	\$13.18
Contra Costa County Treasurer-Tax Collect	008330065700/16-17	Property Tax DB Entrance	09/09/16	\$10.18
Contra Costa County Treasurer-Tax Collect	008460021200/16-17	Property Tax Newport	09/09/16	\$91.70
Contra Costa County Treasurer-Tax Collect	008510033700/16-17	Property Tax Cherry Hills	09/09/16	\$10.08
Denalect Alarm Company	R38204	Quarterly Alarm Charge	10/03/16	\$45.00
Denalect Alarm Company	R38682	Community Center-Quarterly Alarm Charge	10/03/16	\$96.00
Discovery Bay Disposal	17-0001966/093016	Com 2 Yd Bin	09/30/16	\$130.52
Discovery Bay Disposal	17-0013218/093016	Community Center-Com 3 Yd Bin	09/30/16	\$444.66
Henson Plumbing, Inc.	52324	Bathroom Repair Cornell Park	10/03/16	\$689.93
I & T Backflow Testing	616	Backflow Testing	09/24/16	\$760.25
I & T Backflow Testing	616	Community Center-Backflow Testing	09/24/16	\$70.00
Max Martial Arts, LLC	1080	Community Center-Program Fees	09/27/16	\$360.00
Office Depot	864440255001	Community Center-Office Supplies	09/21/16	-\$17.82
Office Depot	866524182001	Community Center-Office Supplies	09/22/16	\$230.92
Office Depot	866524313001	Community Center-Office Supplies	09/22/16	\$24.07
Safety Drivers Ed, LLC	21715	Community Center-Program Fees	09/29/16	\$117.00
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle & Equipment Fuel	09/26/16	\$359.37
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle Repair & Maintenance	09/26/16	\$96.57
U.S. Bank Corporate Payment System	4246044555703473/916	Equipment Maintenance	09/26/16	\$152.54
U.S. Bank Corporate Payment System	4246044555703473/916	Landscape Maintenance	09/26/16	\$997.18
U.S. Bank Corporate Payment System	4246044555703473/916	Misc. Services & Supplies	09/26/16	\$3.50
U.S. Bank Corporate Payment System	4246044555703473/916	Community Center-Memberships	09/26/16	\$310.00
U.S. Bank Corporate Payment System	4246044555703473/916	Community Center-Telephone General	09/26/16	\$206.39
U.S. Bank Corporate Payment System	4246044555703473/916	Community Center-Monthly Software	09/26/16	\$349.40
U.S. Bank Corporate Payment System	4246044555703473/916	Community Center-Landscape Maintenance	09/26/16	\$356.90
U.S. Bank Corporate Payment System	4246044555703473/916	Community Center-Pool Chemicals	09/26/16	\$34.92
<b>Total</b>				<b>\$7,077.47</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On October 19, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185573140	Uniforms	09/28/16	\$58.35
Cintas	185574094	Uniforms	10/05/16	\$58.43
Denalect Alarm Company	R38204	Quarterly Alarm Charge	10/03/16	\$9.00
Discovery Bay Disposal	17-0001966/093016	Com 2 Yd Bin	09/30/16	\$28.65
I & T Backflow Testing	616	Backflow Testing	09/24/16	\$105.00
U.S. Bank Corporate Payment System	4246044555703473/916	Telephone General	09/26/16	\$153.43
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle & Equipment Fuel	09/26/16	\$410.09
U.S. Bank Corporate Payment System	4246044555703473/916	Vehicle Repair & Maintenance	09/26/16	\$50.00
U.S. Bank Corporate Payment System	4246044555703473/916	Equipment Maintenance	09/26/16	\$80.27
U.S. Bank Corporate Payment System	4246044555703473/916	Misc. Small Tools	09/26/16	\$15.61
U.S. Bank Corporate Payment System	4246044555703473/916	Landscape Maintenance	09/26/16	\$102.21
U.S. Bank Corporate Payment System	4246044555703473/916	Personal Protective Equipment	09/26/16	\$215.09
			<b>Total</b>	<b>\$1,286.13</b>

## MONTHLY OPERATIONS REPORT

September 2016

Town of Discovery Bay, CA

**2589** Days of Safe Operations

**119,576** worked hours since last recordable incident

### TRAINING:

Safety, Operations, & Equipment

<b>Safety</b>	<b>Hours</b>
West Monthly Regional Safety Webinar	6.0
Weekly Safety Topics	
Incident Investigation	
<b>Operations</b>	

### REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, State Water Board (WD)

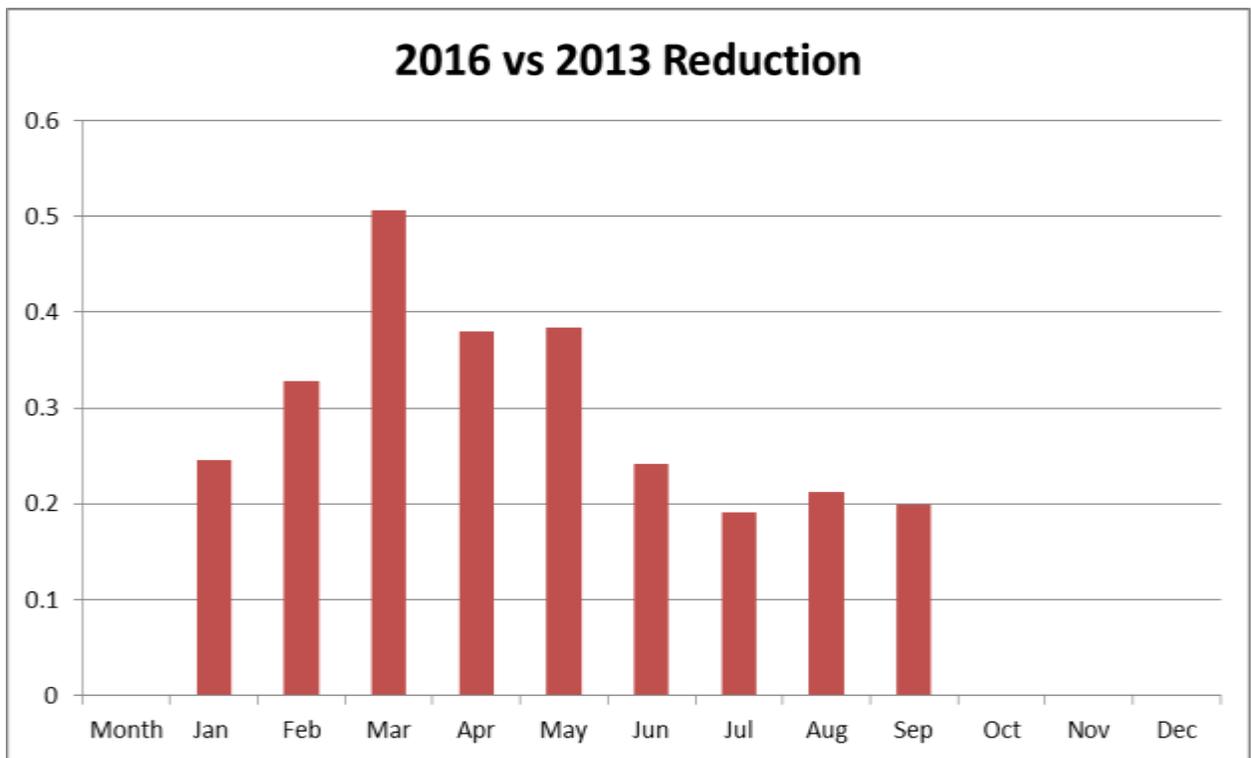
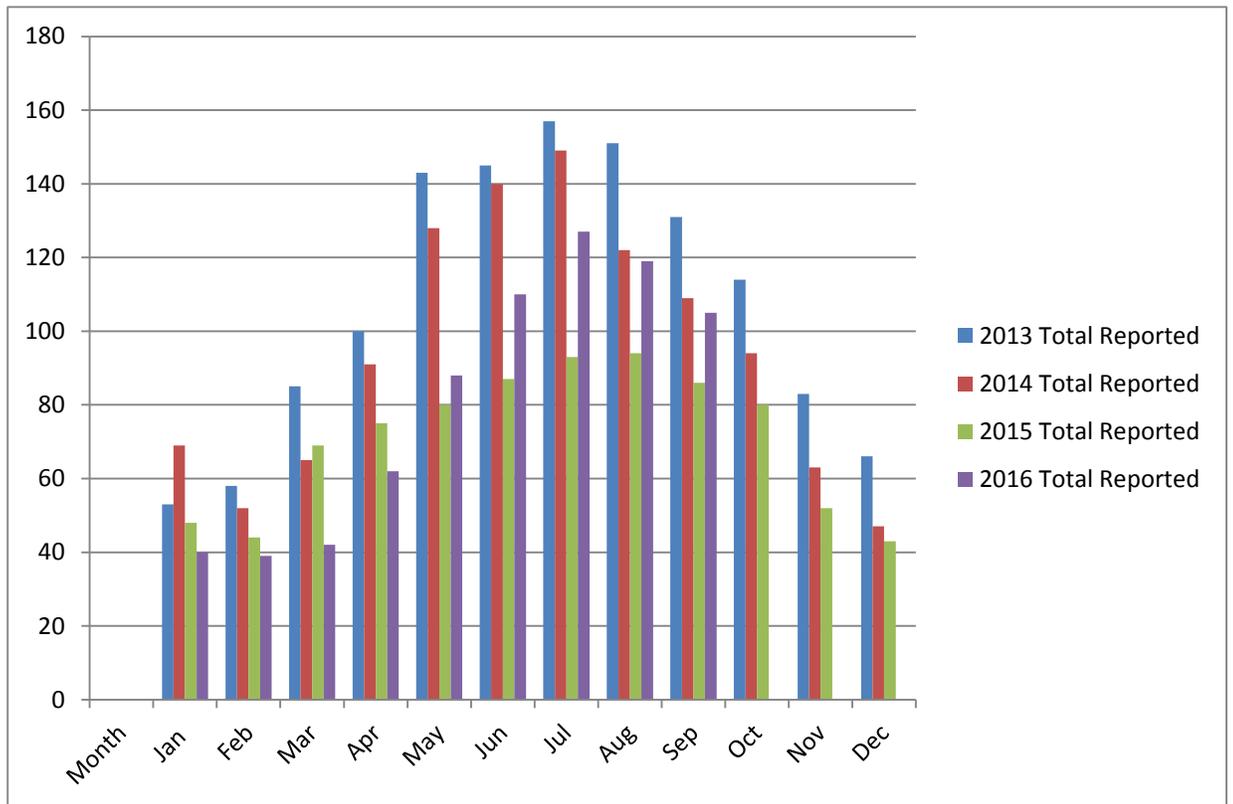
### WATER SERVICES

<b># of Active Wells</b>	<b>Water Produced (MG)</b>	<b>Chemical (Hypo) Delivered</b>	<b>Fire Hydrant Flushing</b>
6	<b>105</b>	<b>2175</b>	<b>0</b>

*Note: Well 5 is active, stand by only.*

### 2016 Water Production Table (MG) by Month

January	February	March	April	May	June
<b>40</b>	<b>39</b>	<b>42</b>	<b>62</b>	<b>88</b>	<b>110</b>
July	August	September	October	November	December
<b>127</b>	<b>119</b>	<b>105</b>			



**Bacteriological Test Results:**

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>Brown Water Calls</b>
<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>August Lab Data</i>	<i>September Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		34	<b>32</b>
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.2	<b>1.1</b>
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.35</b>	1.1	<b>1.1</b>
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	22	<b>17</b>
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	15	<b>11</b>
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	2	<b>2</b>
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	2	<b>1</b>
Total Coli form 7 day Median Max	<b>23</b>	2.3	<b>1.8</b>
Total Coli form Daily Maximum	<b>240</b>	3.0	<b>1.9</b>
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	99	<b>99</b>
% Removal, TSS, monthly avg.	<b>85% min.</b>	98	<b>98</b>
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	2106	<b>2103</b>

Blue – new parameter added

**National Pollution Discharge Elimination System (NPDES)**

<b>NPDES Related Excursions</b>	<b>Permit Parameter</b>	<b>NPDES Parameter Limit</b>	<b>Actual Parameter Result</b>
<b>None</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
<b>15</b>	<b>0</b>	<b>0</b>	<b>32</b>

**COLLECTION:**

- Flushing resume in the fall 0 ft.
- Inspected manhole & covers.
- Performed weekly lift station inspections.

**MAINTENANCE:**

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
<b>271</b>	<b>291</b>

**Work Order Back-Log**

Aging 8 - 30 Days	Aging > 30 Days
<b>9</b>	<b>12</b>

**Call & Emergency Responses**

Call Outs	Emergencies
<b>7</b>	<b>0</b>

**Personnel Hours & Overtime:**

Regular Hours	Overtime
<b>1857</b>	<b>47</b>

**TERMS**

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

October 19, 2016

**Prepared By:** Mac Kaiser, Recreation Programs Supervisor  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Consider approval and adoption of Resolution No. 2016- 17 amending the Park and Facility Usage and Rental Policy.

### Recommended Action

Approve and Adopt Resolution No 2016-17 amending the Park and Facility Usage and Rental Policy

### Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) established the Park Usage and Rental Policy on April 20, 2011 and amended it on July, 16, 2013, January 8, 2014, and December 16, 2015 respectively.

The existing policy provides that the Board can waive the provisions on a case-by-case basis, and allows the General Manager to waive or modify any time sensitive provision. In practice, the General Manager has approved modification or waivers to the policy provisions.

The purpose of the change is to clarify the General Manager review process – the modifications or waivers should be based on a finding of public interest, that "prohibited activities" may not be waived, and that any such waiver or modification be on the next available board agenda.

1. The policy title is proposed to be amended to read as follows:

*Park and Facility Usage and Rental Policy*

2. Section IV, is proposed to include the following language:

*Requirements listed herein, other than those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.*

### Fiscal Impact:

**Amount Requested \$ None**

**Sufficient Budgeted Funds Available? (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

None

### Attachments

DRAFT Park and Facility Usage and Rental Policy  
Resolution 2016-17

AGENDA ITEM: F-1



## Town of Discovery Bay

<b>Program Area:</b> Parks and Landscaping	<b>Policy Name:</b> Park Usage - Rental Policy	<b>Policy Number:</b> 013
<b>Date Established:</b> April 20, 2011	<b>Date Amended:</b> December 16, 2015	<b>Resolution:</b> 2015-21

### **I. GENERAL INFORMATION**

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant before the effective date of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

## **II. ELIGIBILITY & PRIORITY**

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

## **III. RESERVATION REQUIREMENTS**

The renter must be over 18 years of age, and submit a complete Reservation Form to the District offices, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be issued or signed until the requesting user has paid the applicable deposits and fees.

**Insurance Requirements:** All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

**Cancellations:** Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

**Clean Up:** Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

**Deposit Forfeiture:** Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

**Prohibited Activities:** No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

**Food Preparation:** Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

**Exhibitions, Events, Festivals, Meeting and Assemblies:** Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

#### **IV. MISCELLANEOUS**

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors. ~~The General Manager, or designee, may waive or modify any time sensitive provision of this policy.~~

Requirements listed herein, except those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2016-17**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AMENDING PARK USAGE AND RENTAL POLICY**

WHEREAS, the Town of Discovery Bay Community Services District owns and/or maintains parks and recreation facilities located within Discovery Bay; and

WHEREAS, the Town of Discovery Bay Community Services District previously adopted a Park Usage and Rental Policy on April 20, 2011; and

WHEREAS, the Park and Usage and Rental Policy has been amended on July 16, 2013, January 8, 2014, and December 16, 2015 respectively; and

WHEREAS, it is necessary to revise the Park and Usage and Rental Policy.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES AS FOLLOWS:

SECTION 1. That the Board adopt the Park and Facility Usage and Rental Policy and that it be incorporated herein and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF October, 2016.

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Robert Leete  
Board Vice-President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 19, 2016, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Catherine Kutsuris  
Board Secretary



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

October 19, 2016

**Prepared By:** Mac Kaiser, Recreation Programs Supervisor  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Consider approval and adoption of Resolution No. 2016-18 amending Facility Fee Schedule

### Recommended Action

Approve and Adopt Resolution No 2016-18 amending the Facility Rental Fee Schedule

### Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) established the Park Rules and Regulations Forms and Fees on July 16, 2013; which were most recently modified on May 20, 2015.

Since the most recent amendment, it has become necessary to change the Facility Rental Fee Schedule to more adequately address facility guidelines and address uses of Town facilities for public service events.

- Staff recommends the following language be deleted:
  - Swimming pool rentals require a 3 hour minimum.
  - Swimming pool rental fee for Groups under 60 includes one (1) lifeguard.
  - Swimming pool rental fee for Groups between 60 and 140 (maximum capacity) includes two (2) lifeguards.

Staff recommends the following language be replaced with:

- Swimming pool rentals require a 2-hour minimum.
- Town of Discovery Bay Lifeguards are required for pool rentals.

- To address the use of the facility for public service events, staff recommends the following new language:
  - The General Manager may, on the finding that it is in public interest, waive part or the entire facility fee. Such a fee waiver shall be summarized on the next available board agenda.

### Fiscal Impact:

Amount Requested \$ None

Sufficient Budgeted Funds Available? (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

### Previous Relevant Board Actions for This Item

None

### Attachments

DRAFT Facility Rental Fee Schedule  
Resolution 2016-18

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

Indoor Facilities	Week Day (M-F) 2 Hour Minimum		Week End 2 Hour Minimum		Deposit
<b>Community Center – Reception Area Capacity: 80</b>	Resident Non-Resident Commercial	\$30.00 /Hour \$40.00 / Hour \$50.00 / Hour	Resident Non-Resident Commercial	\$35.00 / Hour \$45.00 / Hour \$60.00 / Hour	\$250.00
<b>Community Center – Arts Room or Multi-Purpose Room Capacity: 35</b>	Resident Non-Resident Commercial	\$25.00 / Hour \$35.00 / Hour \$40.00 / Hour	Resident Non-Resident Commercial	\$30.00 / Hour \$40.00 / Hour \$50.00 / Hour	\$250.00
<b>Community Center – Swimming Pool Up to 60 People</b>	Resident Non-Resident Commercial	\$120.00 /Hour \$150.00 /Hour \$195.00 /Hour	Resident Non-Resident Commercial	\$120.00 /Hour \$150.00 /Hour \$195.00 /Hour	\$250.00
<b>Community Center – Swimming Pool 60 - 140 People</b>	Resident Non-Resident Commercial	\$135.00 /Hour \$165.00 /Hour \$210.00 /Hour	Private Non-Profit Commercial	\$135.00 /Hour \$165.00 /Hour \$210.00 /Hour	\$250.00
Multiple Facilities	Week Day (M-F)		Week End		Deposit
<b>Entire Community Center – Indoor Only</b>	Resident Non-Resident Commercial	\$80.00 /Hour \$110.00 /Hour \$130.00 /Hour	Resident Non-Resident Commercial	\$95.00 /Hour \$125.00 /Hour \$160.00 /Hour	\$500
<b>Event Lawn &amp; BBQ Area</b>	Resident Non-Resident Commercial	\$20.00 /Hour \$30.00 /Hour \$40.00 /Hour	Resident Non-Resident Commercial	\$20.00 /Hour \$30.00 /Hour \$40.00 /Hour	\$100
<b>Entire Community Center Indoor/Outdoor NO POOL</b>	Resident Non-Resident Commercial	\$100.00 /Hour \$140.00 /Hour \$170.00 /Hour	Resident Non-Resident Commercial	\$115.00 /Hour \$155.00 /Hour \$200.00 /Hour	\$500
<b>Entire Community Center Indoor/Outdoor Pool 1 Lifeguard</b>	Resident Non-Resident Commercial	\$220.00 /Hour \$290.00 /Hour \$365.00 /Hour	Resident Non-Resident Commercial	\$235.00 /Hour \$305.00 /Hour \$395.00 /Hour	\$500
<b>Entire Community Center Indoor/Outdoor Pool 2 Lifeguards</b>	Resident Non-Resident Commercial	\$235.00 /Hour \$305.00 /Hour \$380.00 /Hour	Resident Non-Resident Commercial	\$250.00 /Hour \$320.00 /Hour \$410.00 /Hour	\$500



## TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FACILITY RENTAL FEE SCHEDULE

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

Reservations for multiple items (ex., two rooms) will receive a 15% discount off the second rental. Rental must be for the same time period and will apply to the room with the lowest rate.

All indoor Facility Rentals require a 2-hour minimum.

“Commercial” shall include those individuals and/or groups which operate trainings, lessons or games for profit.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours. ~~You may check availability with the Recreation Programs Coordinator.~~

Swimming pool rentals require a ~~3-hour minimum.~~ 2 hour minimum.

~~Swimming pool rental fee for Groups under 60 includes one (1) lifeguard.~~

~~Swimming pool rental fee for Groups between 60 and 140 (maximum capacity) includes two (2) lifeguards.~~

Town of Discovery Bay Lifeguards are required for pool rentals.

- The General Manager may, on the finding that it is in public interest, waive part or the entire facility fee. Such a fee waiver shall be summarized on the next available board agenda.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2016-18**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ADOPTION OF REVISED FACILITY RENTAL FEE SCHEDULE**

WHEREAS, the Town of Discovery Bay Community Services District owns and/or maintains parks and recreation facilities located within Discovery Bay; and

WHEREAS, the Town of Discovery Bay Community Services District ADOPTED Parks Rules and Regulations Forms and Fees Policy on July 16, 2013; and

WHEREAS, the Town of Discovery Bay Community Services District previously adopted revisions to those documents on January 8, 2014, May 7, 2014, and May 20, 2015; and

WHEREAS, it is necessary to revise the Facility Rental Fee Schedule.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES AS FOLLOWS:

SECTION 1. That the Board adopt the revised Facility Rental Fee Schedule and that it be incorporated herein and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF October, 2016.

\_\_\_\_\_  
Robert Leete  
Board Vice-President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 19, 2016, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Catherine Kutsuris  
Board Secretary

September 25, 2016 OCT 05 2016

Bill Pease  
Town of Discovery Bay  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear Mr. Pease

I have the honor of presenting Mr. Matthew Morganstein, a member of Boy Scout Troop 514 in Discovery Bay, California, with his Eagle Award. As you may know, this is the highest award a scout can achieve. Few boys move up the ranks of Scouting and only about 4% make it all the way to Eagle.

For his project, Matthew led a team of volunteers in building six large bat boxes in several of the East Bay Regional Parks. Matthew has been a Scout since the age of 6. He received his Eagle Rank on May 26, 2016 at the age of 17, and his Court of Honor will be in October. In addition to earning 33 merit badges, Matthew attended National Youth Leadership Training and now serves on staff. He is a certified instructor with The American Red Cross in First Aid/CPR/AED, is on the lodge ceremonies team in the Order of the Arrow, and worked 4 summers at Scout Camp Wolfboro in the high Sierra Nevada Mountains. Matthew is a senior at Liberty High School in Brentwood, California.

Matthew's steady, persistent progress through the scouting ranks to achieve this prestigious award demonstrates his determination to prepare himself for a meaningful, productive role in society. His performance in Scouting will serve as an example to those Scouts who follow him. As I worked with Matthew for the months and years leading up to his receiving his eagle rank, we talked a lot about the people and groups who influenced him and who he admires.

Would you please be so kind as to send Matthew a letter of greeting, along with any other items you wish to be presented to him during a recognition ceremony to be held in October? Please address your letter and recognitions to Eagle Scout Matthew Morganstein, in care of the following address.

Matthew Morganstein  
C/O Amy Morganstein  
2403 Aberdeen Lane  
Discovery Bay, CA 94505

Any recognitions and letters will be compiled and placed in a scrapbook and will be displayed during this special occasion for Matthew.

Thank you very much for taking time from your busy schedule to help this community and Troop 514 recognize the personal achievement and service of Eagle Scout Matthew Morganstein.

Thank you,

  
Amy Morganstein  
Eagle Mom



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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October 20, 2016

Mr. Matthew Morganstein  
C/o Amy Morganstein  
2403 Aberdeen Lane  
Discovery Bay, CA 94505

Dear Matthew,

Congratulations on earning the Eagle Scout Award. On behalf of the Board of Directors of the Town of Discovery Bay, I would like to commend you for your demonstrated leadership and commitment. I encourage you to continue to set high goals in life and work hard to achieve them. I also commend your scout leaders and your family for their support and guidance.

Best wishes in the future,

Robert Leete, Vice Chair  
Town of Discovery Bay Board of Directors

**Discovery Bay  
P-6 Zone Citizen  
Advisory  
Committee**

**DRAFT**



Office of Supervisor Mary N. Piepho  
Contact: Alicia Nuchols  
3361 Walnut Blvd, Ste. 140  
Brentwood, CA 94513  
925-242-4500

Respectfully submitted by: \_\_\_\_\_

*The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.*

## **Record of Actions**

**Meeting start time: 6:01 p.m.**

**Wednesday, July 13, 2016**

- 1.) Meeting called to order by Committee member Gaylin Zeigler at 6:00 p.m. Chair Kane was absent.
- 2.) Public Comment: No public comment received.
- 3.) Review of Record of Actions of April 13, 2016 meeting: Committee member Zeigler made a motion to accept the Record of Actions as corrected by Committee member Steinberger. Second made by Committee member Belcher. Motion carried 4-0. AYES: Zeigler, Mankin, and Steinberger.
- 4.) Correspondence: (Key: R= Received S= Sent) None.
- 5.) Old Business: Update on RADkids Program, approved waiting for funding.
- 6.) New Business:
  - a.) Monthly Activity Report (Lt. Hobbs): Lt. Fontenot the calls for service and reports for April 1- July 1, 2016.
  - b) Discuss/Approve Funding for radar equipment and training. Lt Hobbs discussed the equipment package he provided for review for the purchase of deterrents for the Discovery Bay Community. Q&A occurred and committee comments were as follows: Committee member Zeigler in favor of all speed deterrents, favors first 3 options in the order shown. Committee member Belcher in favor of hand held, less expensive, more accurate. Committee member Steinberger concurs with Committee member Belcher. Vice Chair Mankin is in favor of the first 3 deterrents. Motion was made by Vice Chair Mankin to request Supervisor Piepho to write a letter to the Sheriff to request the use funds not to exceed \$25k to purchase, Radar system, LIDAR system, and Stalker SAM Trailer. Second made by Committee member Zeigler. Motion carried 3-1. AYES: Zeigler, Mankin, and Belcher. NAYES: Steinberger

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.*

7.) Future agenda items/Committee Member Comments:

8.) Adjourn: Meeting adjourned at 6:51pm.

DRAFT



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes  
Board of Directors Regular Meeting  
**Monday September 12, 2016 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Steve Barr	Joel Bryant-President	Randy Pope
Meghan Bell	Ronald Johansen-Vice President	Erick Stonebarger
Robert Kenny	Cheryl Morgan	Joe Young

**Call to Order:** (6:30 P.M.)

**PLEDGE OF ALLEGIANCE** (6:30 P.M.)

**ROLL CALL:** (6:32 P.M.)

Directors Present: Barr, Bell, Bryant, Kenny, Johansen, Pope, Young

Directors Absent: Morgan, Stonebarger

**PRESENTATION:** (6:30 P.M.)

Chief Henderson, President Bryant and the Board of Directors recognized and thanked Vice President Johansen for his service to the community as a member of this Board.

**PUBLIC COMMENTS:** (6:36 P.M.)

There were four (4) Public Speakers – Vince Wells, Mark Whitlock, Kendra Windrix, Mayor Kevin Romick.

**CONSENT CALENDAR:** (6:47 P.M.)

- C.1** Approve Minutes from August 1, 2016 Regular Board of Directors Meeting
- C.2** Establish Appropriations Limits for Fiscal Year 2016-17

**Motion by: Director Young to approve consent items C.1 & C.2**

**Second by: Director: Bell**

**Vote: Motion carried: 6:0:1**

**Ayes: Barr, Bell, Bryant, Kenny, Pope, Young**

**Noes:**

**Abstained: Johansen**

**Absent: Morgan, Stonebarger**

**PUBLIC HEARING: (6:47 P.M.)**

Chief Henderson presented the Fiscal Year 2016-2017 Operating, Development Fee and Other Fund budgets and a public hearing was held.

No public comments were submitted in advance of the hearing.

One (1) public comment was made during the hearing – Gil Guerrero

**Motion by: Director Young to Adopt Fiscal Year 2016-2017 Operating, Development Fee and Other Fund Budgets**

**Second by: Director Barr**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Bryant, Kenny, Johansen, Pope, Young**

**Noes:**

**Abstained:**

**Absent: Morgan, Stonebarger**

**DISCUSSION ITEMS**

(7:14 P.M.)

**D.1** Adopt Resolution Supporting City of Brentwood and City of Oakley Utility User Tax Ballot Measures and Related Advisory Ballot Measures

There were no (0) Public Speakers

**Motion by: Director Young to Adopt Resolution Supporting City of Brentwood and City of Oakley Utility User Tax Ballot Measures and Related Advisory Ballot Measures**

**Second by: Director Johansen**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Bryant, Kenny, Johansen, Pope, Young**

**Noes:**

**Abstained:**

**Absent: Morgan, Stonebarger**

(7:26 P.M.)

**D.2** Receive Operational Update for August 2016

There were no (0) Public Speakers

**INFORMATIONAL STAFF REPORTS: (7:34 P.M.)**

Director Bell gave an update on upcoming Public Education Events for September and asks that the directors save the date for the upcoming Heart of Oakley Event on September 17, 2016

**DIRECTORS' COMMENTS: (7:37 P.M.)**

Director Pope reported that he worked at the Urban Shield event this past weekend, which is a 48-hour continuous emergency disaster training, region wide. He saw that the District's fire boat was used for the training and confirmed that it is being used by Con Fire and is protecting this District as well.

Director Johansen reflected on his service on the Board and the progress made over the years he served, including increased transparency, significant changes in the way the District does business, and entering into a new a contract with the firefighters. He acknowledged the firefighters for agreeing with and understanding the District's financial challenges. He commented on the anniversary of the September 11 attacks and the role played and sacrifices made by firefighters on-scene at the Twin Towers, and by all firefighters throughout their careers. He also recognized the anniversary of the Valley Fire, emphasized the importance of fire and medical emergency response services to the community, and asked the community to support and be an advocate for the District. Last, he thanked the Board members and the community for allowing him to serve on this board.

Director Bryant reported on events in the community that recognized the firefighters and many others that gave their lives responding to the September 11 attacks, and discussed the sacrifices made by firefighters to protect us and the community.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: None (7:50 P.M.)**

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: October 3, 2016 (7:50P.M.)**